

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT  
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON  
Wednesday 24 April 2019**

**PRESENT: Chair:** The Mayor – Councillor Phil Ireland

**Councillors:** M Clemmitt, E Darling, J Gair, D Goode,  
S Mearns, T Hunter, M Wood, A Willoughby,  
C Willoughby and A Wright

**Staff Present:** The Clerk

**Also Present:** County Councillor Z Metcalfe  
A member of the public

**Late Arrivals:** None      **Early Departures:** None

**19/176 ITEM 1 – To receive apologies for inability to attend the meeting**

Apologies were received from Councillor H Gostlow.

**19/177 ITEM 2 – Councillors’ Disclosure of an Interest**

	Item 6 - 19/01355/LB - It is noted that this is Town Council’s application to install an automated external defibrillator. Members will not comment on the Application.
	Item 6 - 19/01383/FUL - It is noted that the applicant is a member of the Town Council, but after seeking advice from HBC’s Returning Officer, no requests for dispensation had been registered.
<b>Councillor A Wright</b>	Item 6 - 19/01383/FUL - is the applicant. Will leave the Chamber when this item is discussed and take no part in the vote.
<b>Councillor M Clemmitt</b>	Item 9.2 – as chair of the Town Twinning Committee.

**19/178 ITEM 3a - KTC Public Speaking Session – none**

**ITEM 3b - KTC Open Forum - none**

The Mayor moved to take **item 6.1 - 19/01383/FUL** - Conversion of existing public house/bed and breakfast and manager’s flat to form public house, 3 no. flats and 4 no. houses. Removal of chimney and alterations to fenestration. The Board Inn, 3 High Street, HG5 0ET.

*Councillor A Wright left the Chamber.*

**RESOLVED:** That KTC has no objections to this application.

**FURTHER RESOLVED:** That if permission is given to this application KTC supports and highlights the points raised by the Area Environmental Health Officer (Environmental Protection) to mitigate against issues related to the proximity to the AQMA, noise etc.

*Councillor A Wright returned to the meeting.*

### **ITEM 3c - Reports from District and County Councillors**

County Councillor D Goode reported on a number of NYCC meetings and consultations including: a report on the provision of SEND home to school transport and a commitment that no child will be left without this support service; Defra consultation re a strategic change to waste management across the whole country, NYCC will be in support of the majority of proposals; numbers of NYCC schools becoming academies, currently limited to 4 per month; finally, a cycling strategy consultation being undertaken, promoting 4 cycle pathways across town.

County Councillor Z Metcalfe mentioned the HBC congestion study that is currently live and also reported that she and David Goode have a meeting with Area 6 next week re the issues raised by Nidderdale Lodge.

Borough Councillor C Willoughby told members that she had written to Jennifer Norton and Wallace Sampson at HBC to ask them to consider that the Knaresborough Parish boundary be extended to the East to include the proposed 402 houses to be sited on the edge of the Manse Farm development; currently these houses would be in Goldsborough, but the links to Knaresborough would be more obvious.

### **19/179 ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:**

4.1 Monday 01 April 2019

**RESOLVED:** That the minutes of the Council Meeting, held on Monday 01 April 2019, be approved as a correct record and signed by the Chair.

### **19/180 ITEM 5 - Business Remaining**

**5.1 To consider** request from Nidderdale Lodge for KTC's support in lobbying North Yorkshire County Council for a 30 mph speed limit and some form of traffic light crossing on York Road. (minute number: 19/167 1<sup>st</sup> April 2019)

**RESOLVED:** That KTC supports Nidderdale Lodge in lobbying NYCC for a 30mph speed limit and some form of traffic crossing on York Road.

**FURTHER RESOLVED:** KTC to write to NYCC in support of the residents of Nidderdale Lodge.

**5.2 To consider arrangements for Mayor Making:**

- c) Schedule of meetings for the civic year 2019 – 2020
- d) Committees and Working Groups (minute number: 19/172 1<sup>st</sup> April 2019)

The Mayor took part d) first as this could directly affect part c).

Council discussed various options for committees and working groups for the next civic year; a summary is provided in the table - Appendix 1.

**Planning Committee:**

A proposal was put forward to form a Planning committee to take place once each month on the last Wednesday of the month, during the morning, for a trial period of 6 months.

An amendment was put forward to change the timing of the meeting to evening. Therefore it was:

**RESOLVED:** To form a Planning committee to meet once each month (preferably Monday) in the evening and to review this arrangement after 6 months.

**Full Council:**

A proposal was put forward to keep the Full Council Meeting schedule at 3 weekly intervals and review after 6 months. This motion failed.

**RESOLVED:** To have Full Council meetings once each month on a prescribed date to be determined by the Clerk (preferably Monday), to review after 6 months.

Members agreed that a policy for awarding grants should be looked at by Office Services Committee with a view to setting 4 fixed dates per year for application consideration, with recommendations brought back to full council.

**Christmas Committee:**

**RESOLVED:** To form a Christmas Committee to encompass all things Christmas in Knaresborough including the lights contract and Bright Friday as a sub-group.

**Events and Promotions Working Group:**

**RESOLVED:** To form an Events and Promotions Working Group with a review after 6 months.

**Performance Pavilion Working Group:**

**RESOLVED:** To continue with the Performance Pavilion Working Group with Councillor A Willoughby as Chair and Councillor P Ireland as vice-chair.

Members then went on to discuss Chairmanships and Councillor E Darling put himself forward as Chair of the Planning Committee. This motion failed.

Councillor A Willoughby put himself forward as Chair of the Planning Committee. This motion also failed with the Chair using his casting vote.

**RESOLVED:** That the members of the Planning Committee should elect their own Chair at the first meeting of the committee.

The Clerk agreed to email the proposed schedule of meetings based on the details decided this evening together with a completed committee/working group table to all councillors prior to the next meeting.

**5.3 Neighbourhood Development Planning** - document sign off to move to engagement with HBC for Reg 16 public consultation.

**RESOLVED:** That KTC give authorisation for the NDP document, consultation document and assessment document to be handed over to the planning department at HBC to progress the Reg 16 public consultation process.

*Councillor A Wright voted against the proposal and asked that his vote be recorded.*

### 19/181 ITEM 6 – Planning

**6.1 To consider the following Planning Applications** relating to Knaresborough and make such observations as may be appropriate:

Ref:	Details of Application:	KTC Comments:
19/01243/OUT	Outline application for residential development with access considered. Land at Hazelheads Lane, Knaresborough.	Knaresborough Town Council objects to this application for the following reasons 1. this outline application is too vague and provides no indication of the scale of development proposed on this site 2. the site adjoins the Hay-a-Park Site of Special Scientific Interest with its lake, ponds and grassland of interest to wintering wildfowl and breeding birds, which could be further compromised by additional development 3. there are highways issues both in terms of access on Hazelheads Lane which can be impassable due to overgrown hedgerows and visibility 4. the site does not form part of land earmarked for development in the emerging Local Plan.
19/01330/DVCON	Variation to condition 2 to allow for the alteration to fenestration, materials and layout of planning permission 17/02771/FUL – erection of single storey extension to dwelling and garage with link extension. Alterations to fenestration and new wall cladding. 36 Park Gate, HG5 9DR.	No objections
19/01355/LB	Listed building consent for the installation of automated external defibrillator and cabinet with associated wiring to side elevation. Knaresborough Town Council	KTC application – no comment to make

	Knaresborough House HG5 0HW	
<b>19/01369/FUL</b>	Demolition of conservatory and erection of two storey extension. Netherlands, Abbey Road, HG5 8HY.	No objections
<b>19/01383/FUL</b>	Conversion of existing public house/bed and breakfast and manager's flat to form public house, 3 no. flats and 4 no. houses. Removal of chimney and alterations to fenestration. The Board Inn, 3 High Street, HG5 0ET.	See min. no. 19/178 above
<b>19/01385/FUL</b>	Erection of single storey extension; formation of fenestration; conversion of garage to create additional living space. 22 Stockdale Walk, HG5 8DZ.	No objections
<b>19/01399/FUL</b>	Erection of 2 no. single storey extensions with installation of balcony, roof light, and alterations to fenestration. East Lodge, Ripley Road, HG5 9HA.	No objections
<b>19/01406/TCON</b>	Crown reduction (from 10m to 6m), crown lift (by 2m) and lateral reduction (by 2m) of 1no. Ash tree within Knaresborough Conversation Area. The Old Oaks, Abbey Road HG5 8HX	No objections
<b>19/01463/FUL</b>	Erection of a single storey extension. 20 Park Grove, HG5 9ET.	No objections
<b>19/01485/FUL</b>	Demolition of 1 no. dwelling and workshop building. Erection of 4 no. dwellings. Castle View, Thistle Hill, HG5 8JW.	No objections
<b>19/01519/ DISCON</b>	Approval of details required under conditions 4 (surface water drainage), 5 (contamination details), 6 (material samples), 7 (electric vehicles/cycle details), 8 (waste storage details) and 14 (ecological mitigation) of planning permission 18/03173/FUL - erection of 4 dwellings to include a new pedestrian access point from Berry's Passage. Claro Chambers, 42 High Street HG5 0EQ	No objections
<b>19/01551/FUL</b>	Erection of single storey extension; formation of dormer extension; formation of fenestration. 20 Aspin Gardens HG5 9HW	No objections
<b>19/01553/FUL</b>	Demolition of existing garage and erection of new garage. (Revised scheme). 16 St Roberts Road, HG5 8EQ.	No objections

**6.2 To determine representation from KTC**, if appropriate, at HBC Planning Committee Meeting on **Thursday 25 April 2019**, 2pm, Council Chamber, Civic Centre, HG1 2AE

**18/04456/EIAMAJ** - Outline application for the erection of 402 dwellings. Highfield Farm, York Road HG5 0SU. KTC objected 26/11/2018 Minute 18/106

**RESOLVED:** As no representative from KTC available attend, the Clerk notifies Goldsborough and Flaxby Parish Council that KTC is supportive of that Parish Council's objections.

**6.3 Planning Enforcements:** - None for this meeting  
**19/182 ITEM 7 - To consider the following correspondence**

*Councillor J Gair left the meeting.*

**7.1 To consider offer** from NYCC Transport Planning Officer re attendance at a future KTC meeting re Harrogate Congestion Study.

Councillors agreed to take up the offer for an Officer to attend a future meeting and asked the Clerk to make the arrangements.

It was also agreed to invite a representative from the Nidd Gorge Community Action Group.

**19/183 ITEM 8 - Reports from the Clerk**

*Councillor M Wood left the meeting.*

**8.1 To approve the Schedule of Accounts April (1) 2019**

Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes
Salaries, Tax and NI, Pensions	1 to 4	3,941.53	0.00	3,941.53	April
D3 Office Group	5	20.01	4.00	24.01	gavel
Knot Another Choir	6	400.00	0.00	400.00	grant
St Robert River of Life Trust	7	1,100.00	0.00	1,100.00	grant
A Pulman	8	22.05	4.41	26.46	Map for planning appl
Meadowside Academy	9	400.00	0.00	400.00	grant
<b>Total</b>		<b>5,883.59</b>	<b>8.41</b>	<b>5,892.00</b>	

**RESOLVED:** To approve the schedule of Accounts April totalling £5892.00.

**8.2 To receive** the Work in Progress report

**RESOLVED:** To Receive and Note the Work in Progress report

Councillor E Darling added an update on the Makaton learning sessions – a minimum of 30 organisations are required at a cost of £50 per organisation (County Councillor Z Metcalfe has agreed to cover costs for 30 organisations) and the process of signing up groups is now underway.

**8.3 To receive** the finance figures for March 2019 and Clerk's Report re end of year finance.

*Councillor M Wood returned to the meeting.  
Councillor J Gair returned to the meeting.*

A proposal was made and seconded to 'put everything in reserves'. This proposal failed.

**RESOLVED:** That this council confirms it accepts the report as presented as part of the necessary level of transparency required to ensure council is compliant with local government financial regulations.

**FURTHER RESOLVED:** That KTC agrees the following:

- i) £1000 underspend in 2018/19 TdY budget is added to the 2019/20 budget for the UCI event (£3500 plus £1000).
- ii) £500 underspend in St Robert Anniversary budget 2018/19 is ear marked to cover future repairs and maintenance.
- iii) DPSE underspend (£3170) to general reserves and KTC notes overspend (£3218) in grants budget for 2018/19.
- iv) Transfer admin. underspend to general reserves.
- v) £3223.20 Christmas light underspend against budget 2018/19 transfer to ear marked reserves.
- vi) Amount spent on Christmas Lighting event (not previously budgeted for) is received and noted.
- vii) £9049.37 staff cost underspend to be ear marked to give the Clerk more flexibility in managing staffing requirements.
- viii) Training underspend (£1008.68) to general reserves.
- ix) £9500 HBC Christmas light income (not in 2018/19 budget as confirmation it would be offered was not evident at that time) to be ear marked.

**RESOLVED:** To receive and note the finance figures for March 2019.

#### **19/184 ITEM 9 - Reports from Committees and Working Groups**

**9.1 To receive and note** the minutes of the Events Committee Meetings held on Monday 18 March 2019 and Monday 08 April

**RESOLVED:** To receive and note.

**9.2 To receive and note** the minutes of the Knaresborough Town Twinning AGM and Committee Meeting held on Thursday 21 March

**RESOLVED:** To receive and note.

**9.3 To consider recommendation** from Castle Working Group to seek quotes for the printing of 10,000 Knaresborough Forest leaflets.

**RESOLVED:** That KTC obtains quotes from local printers for the printing of leaflets as detailed above.

#### **19/185 ITEM 11 - INFORMATION EXCHANGE**

- Councillor Wright wanted to praise the introduction of new 'multi-litter bins' in the Market Place.

- Councillor P Ireland let members know he has a supply of 'Helpful Neighbour Packs' that are available in the office should councillors wish to help distribute them.

**Meeting closed at: 10pm**

**Signed by the Mayor:**

**Councillor P Ireland:**

## **Appendix 1**

### **LIST OF COMMITTEES/WORKING GROUPS 2019/2020**

<b>Office Services Committee</b>	<b>Appeals Committee</b>
<b>David Goode</b> (Chair) Sam Mearns (Vice Chair) Mavis Clemmitt	All councillors who are NOT members of Office Services



Phil Ireland Tim Hunter Andrew Willoughby Mike Wood Andy Wright	Committee
<b>Planning Committee</b>	<b>Christmas Committee</b> (responsible for Christmas lights contract)
Ed Darling Phil Ireland Christine Willoughby Andrew Willoughby Andy Wright Hannah Gostlow	Andrew Willoughby (Chair) Hannah Gostlow Sam Mearns Andy Wright Mike Wood
<b>Town Economy Working Group</b>	<b>Performance Pavilion Working Group</b>
<b>Andy Wright</b> (Chair) Hannah Gostlow Sam Mearns David Goode	Andrew Willoughby (Chair) Phil Ireland Tim Hunter Christine Willoughby Mavis Clemmitt Andy Wright
<b>Emergency Response Working Group</b>	<b>Non-Councillor Representatives:</b>
<b>David Goode</b> (Chair) Mavis Clemmitt Josh Gair Christine Willoughby P Ireland M Wood	To be confirmed (contact details are currently being updated)
<b>Town Team Working Group</b>	<b>Castle Working Group</b>
Hannah Gostlow (Chair) David Goode Ed Darling Phil Ireland Andrew Willoughby Mike Wood	Christine Willoughby (Chair) Ed Darling Phil Ireland David Goode Andrew Willoughby
<b>Jubilee Fountain Working Group</b>	<b>Conyngnam Hall Working Group</b>
Andrew Willoughby (Chair) Christine Willoughby	Hannah Gostlow (Chair) David Goode Andrew Willoughby
<b>Bright Friday Working Group</b> (sub group of Christmas Committee)	<b>Events Working Group</b> (responsible for working with outside groups on events)
Hannah Gostlow (Chair) Mavis Clemmitt Sam Mearns Andrew Willoughby	David Goode Mike Wood (Chair) Hannah Gostlow Josh Gair
<b>Website Working Group</b>	
David Goode (Chair) Ed Darling (Vice Chair) Andrew Willoughby Christine Willoughby Mavis Clemmitt Tim Hunter	
<b>NDP Liaison</b>	<b>Allotments Liaison</b>
David Goode	Ed Darling
<b>Farmers Market Liaison</b>	<b>Wednesday Market Liaison</b>
Hannah Gostlow	Phil Ireland

<b>EXTERNAL ORGANISATIONS 2019-20</b>	
Town Twinning	The Mayor
Knarborough Chamber of Trade	H Gostlow, S Mearns
Yorkshire Local Councils' Association YLCA	Tim Hunter
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Safer Neighbourhoods Group	M Clemmitt, E Darling, P Ireland
Knarborough Community Centre Committee	A Wright
Friendship & Leisure Centre	The Mayor
Nidd Gorge Advisory Partnership	A Willoughby
Renaissance Knarborough Exec Committee	C Willoughby/S Mearns
Spa Baths Charity	Mr D Tankard /J Batt
Knarborough Relief in Need	M Clemmitt, C Willoughby and former Councillors C Reid and I Avery - appointed until May 2021
Trustee of King James's Foundation	M Wood
Trustee of Chapel of our Lady of the Crag	C Willoughby
Amey (Allerton Waste Recovery Stakeholder Panel)	P Ireland
Single Use Plastics	D Goode
Knarborough Dementia Friendly Community	P Ireland